

# **New Orleans Civil Service**

## AN EQUAL OPPORTUNITY EMPLOYER

### OFFICIAL CLASS TITLE

ENTRANCE SALARY: \$79,987 PER YEAR

AIRPORT SENIOR SERVICES MANAGER (ACCOUNTING) (CLASS CODE 8326)

FINAL DATE FOR FILING APPLICATIONS: Applications will be accepted until this announcement is withdrawn.

KIND OF WORK: Professional, supervisory, administrative and technical work directing the overall financial operation of the New Orleans Aviation Board. Through subordinate supervisors, work includes directing the development and maintenance of accounting and other fiscal records in relation to aviation fund activity and airport operations; managing the airports' aviation fund; monitoring expenditures and developing, implementing and directing revenue generation strategies and methodologies; preparing and monitoring the airport's capital and operating budgets; directing monthly airline and non-airline invoicing, revenue receipts classification, recording of accounts receivable, supervising the invoicing of all revenues performed by airport accounting staff; directing, through monthly billing activities, the collection of revenues from airlines, concessionaires and vendors as charges for such items as rentals, ground transportation tariffs, and landing fees; supervising expense accounting including payroll, purchases of services, materials and equipment; and related work as required.

## MINIMUM QUALIFICATION REQUIREMENTS:

- 1) A valid driver's license which must be presented at the time of application. Applicants must be eligible for coverage under the airport's auto liability insurance policy.
- 2) A Bachelor's Degree in Accounting or a closely related field\* from an accredited college or university. Original college diploma indicating major or official college transcript must be presented within two (2) weeks of filing an application.
- 3) Five (5) years of progressive, highly responsible professional accounting experience at a commercial Part 139 certificated medium or large hub US airport. This experience must have included responsibilities for maintenance of the general ledger, monthly financial reporting and preparation of comprehensive annual financial reports for a government agency or private company. Two (2) years of this experience must have been in a salaried position which included supervisory responsibilities for accounting and/or airport finance operations; implementing policies; allocating resources; and directing personnel to accomplish work objectives.

<u>Note</u>: Extra credit will be given for a Certified Public Accountant certificate and/or American Association of Airport Executives (A.A.A.E.) certification.

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

<u>Note</u>: The Civil Service Department reserves the right to determine which experience qualifies as highly responsible professional experience and which degrees are considered closely related.

This position requires a one year probationary period.

If hired, Aviation employees must maintain all required licenses, permits, certificates, and auto liability insurance eligibility during the duration of their employment. Failure to comply with any of the above listed provisions will result in termination.

**DOMICILE** requirements are currently waived for the purpose of application. However, full time Aviation employees hired on or after 1/1/13 are required to establish domicile in Orleans Parish within 180 days of hire unless they reside closer to Armstrong International Airport than the Orleans Parish line.

#### KIND OF EXAMINATION:

A rating of training and experience, weighted 100%. Credit will only be given for experience gained within the last ten (10) years.

THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO AMY TREPAGNIER AT (504) 658-3516 OR TTY/VOICE AT (504) 586-4475 or (504) 658-4020.

#### GENERAL INFORMATION AND REQUIREMENTS

Applications will not be accepted if received after the closing date or after the stated maximum number of applications has been received, as specified on this announcement. All minimum qualification requirements for examinations must be met by the final filing date unless otherwise specified on this announcement. Applications must be submitted on the official application form AND MUST BE RECEIVED IN THE DEPARTMENT OF CITY CIVIL SERVICE, CITY HALL, 1300 PERDIDO STREET, NEW ORLEANS, LOUISIANA, BEFORE THE CLOSE OF BUSINESS ON THE FINAL FILING DATE.

DELAY IN THE MAIL: The Department of City Civil Service cannot be responsible for failure of the applicant to receive an admission slip to an examination or for failure of the Department to receive material mailed by the applicant. Applicants should notify the Department of City Civil Service in writing of any address changes.

Candidates for original entrance examinations are required to be domiciled in and, if U.S. citizens, registered voters of Orleans Parish unless otherwise specified on this announcement.

Aliens residing in the U.S. are required to provide notarized proof of domicile (and an Alien Registration Card). Permanent employees of the City of New Orleans are exempt from this requirement unless otherwise specified on this announcement.

The minimum age limit is 18 years for any class of work requiring hard physical labor, operation of or proximity to hazardous machinery, exposure to hazardous chemicals, or participation in any other processes or procedures which are prohibited or limited by the Louisiana State Child Labor Law.

The working test (probation) period for most positions in the classified service is six months unless otherwise specified. Any working test period may be extended to a maximum of one year at the request of the appointing authority. Positions in the Inspector General's Office, Fire Department and Police Department as well as all positions in the classes of Institutional Counselor II & III (original entrance), Librarian I-IV, Management Development Analyst I & II, and Management Development Specialist I & II (original entrance), require a one year working test period.

The City of New Orleans has a comprehensive program of substance abuse testing. Candidates for employment for certain positions where the health, welfare and/or safety of the public, co-workers and the individual employee is at risk will have to undergo pre-employment substance abuse screening. Candidates for all other original entrance positions will have to undergo an unannounced substance abuse screening during their working test period. For further information, see Civil Service Rule V, Section 9.

A MEDICAL EXAMINATION is required for all original entrance probationary appointments to ACTIVE classifications, and may be required for re-employment, promotions and/or transfers.

A MEDICAL SCREENING, which may result in a medical examination, is required for all original entrance probationary appointments to non-active classifications.

GOOD MORAL CHARACTER is required of all applicants. Any applicant may be disqualified if his/her character or past employment record is found to be unsatisfactory as determined by the Department of City Civil Service. Forgery, misrepresentation of facts, or cheating on examinations is punishable by disqualification, fine and other penalties.

IMPORTANT: Applicants who are licensed to drive should have a current license on their person for purposes of identification during all phases of an examination. In lieu of such license, the Department of City Civil Service may require that applicants have some form of picture identification.

VETERANS PREFERENCE: On original entrance examinations, veterans (as defined in Article X, Section 10(2) of the Constitution of the State of Louisiana), disabled veterans, certain spouses and parents of veterans shall receive additional credit if claimed as provided on the Veterans Preference claim form which can be obtained in this office. To obtain credit, this form must be submitted with the required proof (at the minimum, a DD214) before the final filing date.

ACCREDITED COLLEGES AND UNIVERSITIES: An accredited college or university is an institution that is accredited as a college or university by an organization that is recognized by the USDE (United States Department of Education).

PROFESSIONAL ADMINISTRATIVE EXPERIENCE: The Civil Service Department defines this experience as experience gained after receiving a Bachelor's Degree.

Revised January 1991, April 2003, July 2005, February 2007 and August 2010.